



Office Administration Introduction

PROUDLY PRESENTED TO

LYDIA PENEHUPIFO DANIEL

Course Modules

Introduction Office Administration • South African Business Environment • Office Technology and Tools • Communication Skills • Time Management and Productivity • Office Administrative Procedures • Financial Administration Basics • Human Resources Administration • Legal Considerations

- Event Planning and Coordination

24 March 2024

DATE

A handwritten signature in black ink, appearing to be "D. Daniel", written over a horizontal line.

SIGNATURE

EduCourse Director